



MARANATHA UNIVERSITY COLLEGE

Accredited by the National Accreditation Board (NAB) and
Affiliated to the University of Cape Coast (UCC)

For Integrity, Scholarship and Competence

Undergraduate Programmes Application Packet

The Vision is for the education and development of men and women that they may competently and effectively integrate biblical principles in whatever capacity they serve so as to transform society.”

The Mission of Maranatha University College is to be an Institution of Excellence in innovative tertiary education with a Christian worldview.

The philosophy of education of the college is characterised by Integrity, Scholarship and Competence with the Bible serving as the central integrating factor of the total curriculum.

Education in the Christian setting is the Spirit-directed process in which students guided either by a teacher or their own study; receive knowledge by which they modify their attitude and behaviour to conform more to the purpose of God and the character of Jesus Christ.

Current Programmes

B.Sc. Administration with options in

- Accounting
- Banking & Finance
- Marketing
- Human Resource Management
- General Management

(Tuition & other Fees ₵6,000,000 per Semester for
Ghanaians and \$700 per semester for International
Students)

B.A. (Theology / Ministry); Diploma in Theology;

Diploma in Ministry; General Certificate in Ministry

With Majors in:

- Pastoral Ministries
- Missions & Evangelism
- Christian Education in the Church
- Education Administration (1st & 2nd Cycle schools)
- Institutional Chaplaincy
- Guidance & Counselling

(Tuition & other Fees up to ₵3,500,000 per Semester for Ghanaians and up to \$550 per semester for International Students)

B.A. (Guidance & Counselling); Diploma in Guidance & Counselling and Certificate in Guidance & Counselling

With specialisation in:

- Education and
- Counselling

(Tuition & other Fees ₵4,500,000 per Semester for Ghanaians and \$580 per semester for International Students)

1.0 MARANATHA SCHOOL OF BUSINESS

1.1 STATEMENT OF OBJECTIVES FOR

The Bachelor of Science in Business Administration (BSc. Admin.)

The objective of the Bachelor of Science Administration is to provide students with an undergraduate level **business and professional education** in Accounting and Finance, Banking and Finance, Marketing Management, Human Resource management and Business Management. The programme will provide the students with the theoretical foundation in business coupled with practical skills and further prepare them for graduate level professional education.

The B.Sc. degree in Business Administration with its various options is designed to achieve the following specific objectives:-

- to develop individuals capable of demonstrating analytical and critical thinking skills.
- to demonstrate knowledge and understanding of issues confronting organisations and provide a wholesome and healthy attitude toward same.

- to provide opportunities to develop their interpersonal, teamwork and leadership skills.
- to develop the ability to understand and appreciate emerging national and international business issues.
- to demonstrate understanding of the ethics and ideals of professionally trained person so as to effectively meet the leadership, management and administration challenges of the global situation.
- to stimulate individuals to come up with new ideas and opportunities and have the determination and skills to develop them.

1.2 BUSINESS ADMINISTRATION OPTIONS/MAJORS

There are five areas, in which students can major or specialise:

1.2.1 Accounting

The ACCOUNTING major is designed to provide the middle management personnel for industry, commerce and public sector. It is also designed to expose students to pursuing accounting as a professional career.

1.2.2 Banking and Finance Option

The BANKING AND FINANCE major is designed to provide specialized knowledge and skills needed for the pursuit of careers in the banking and financial fields.

1.2.3 Marketing Option

The MARKETING major is designed to equip the student with the knowledge, attitude and skills required for the translation of products and services into value for existing and prospective entrepreneurs.

1.2.4 Human Resource Management Option

The HUMAN RESOURCE MANAGEMENT major provides the knowledge, attitude and skills necessary for developing efficient and effective human resource needed in every facet of the economy.

1.2.5 General Management Option

The GENERAL MANAGEMENT major is designed to offer scientific approach to managing business in the context of management and administration challenges.

2.0 ADMISSION REQUIREMENTS

2.1 MORAL AND ETHICAL REQUIREMENTS

Anyone who is admitted must be prepared to accept to abide by the Christian principles on which *MUC* is established. Further, *MUC* prohibits smoking, drinking of alcoholic beverages, drug abuse, and immoral sexual relations.

BACHELOR OF SCIENCE IN ADMINISTRATION (B.Sc. Admin)

4 years (129 credits, 44 courses)

2.2 ADMISSION REQUIREMENTS

2.2.1 Maranatha University College offers a standard four-year Bachelor of Science in Business Administration (B.Sc.) programme. However, students may be admitted directly to the Second Year (Level 200) or Third Year (Level 300) depending on the assessment and recognition of their prior learning. This is applicable in the 2006/2007 academic year only to candidates seeking admission to the Maranatha School of Theology & Ministry.

2.2.2 Four year Programme Applicants must have **six SSS** passes including Core English Language, Core Mathematics and Integrated Science with aggregate 24 or better (i.e. 6-24). Preference will be given to candidates who have passed in three (3) elective subjects under Accounting /Secretarial option subjects, i.e. Accounting, introduction to Business Management, Business Mathematics and Principles of Costing, Economics and Elective Mathematics.

2.2.3 Three year Programme Applicants must have at least five GCE “O” Level credit passes (grade 1-6) including English Language, Mathematics and at least three (3) Social Science, Arts or Business subjects. Candidates must additionally have three (3) passes at the **Advanced Level** (Excluding GP) of which two (2) must be grades not lower than ‘D’. or Holders of Diploma in Business Studies (**DBS**) Certificates with a minimum of three credits and two ordinary passes in their subjects.

2.2.4 Two-year Post-Higher National Diploma (HND) & Other Professional Diplomas Programme: Applicants must have obtained at least a second-class lower in the relevant area, such as, Accountancy, Secretarial, Management Studies, Marketing or other Professional Diploma Certificates, i.e. **Part II of ICA or ACCA** or equivalent.

2.2.5 Special Entry

2.2.5.1 Candidates with unaccredited Diplomas: Applicants must have a Diploma in Business Administration with CGPA of at least 2.5 and pass the **University Access Examinations in General Knowledge and Business subject area**, plus one of the following:

- credit passes in English Language and Mathematics at the GCE/WAEC Ordinary Level examination, or
- passes in core English Language and core Mathematics at the SSSC examination, or
- pass the Special University Assess Entrance Examinations in English Language and Mathematics.

The level of placement of these candidates will **depend on the assessment of their Diploma in Business and the University Access Examinations** by the Admissions Committee.

2.2.4.2. Mature Students:

Candidates must be at least 30 years (at the time of entrance examination) with a relevant professional or vocational experience. A photocopy of original birth certificate is required.

Candidates must pass the University Mature Students Entrance Examinations in General Knowledge and Special paper in a Subject area and must fulfil one of following requirements:

- have GCE 'O' Level credit or SSCE passes in English Language and core Mathematics, or
- Candidates who do not have the required 'O' Level or SSCE passes in these two subjects will be required to pass Special Entrance Examinations in English Language and Mathematics.
- (NB: only limited intake through this status).

1.0 DEPARTMENT OF GUIDANCE & COUNSELLING PROGRAMME

1.1 Statement of Objectives for the Bachelor of Arts in Guidance & Counselling

(BA Guidance & Counselling)

1.2 NEED FOR GUIDANCE AND COUNSELLING PROGRAMME

The twenty-first century is one of rapid changes in all spheres of life. These changes produce both positive and negative effects on society. There is a need to provide guidance and counselling services to persons undergoing moral, social, educational, professional and personal struggles.

Presently there is only one University providing undergraduate programme in Guidance and Counselling. MUC is seeking to augment the means to meet the enormous need that exists in the country for this. Most of the first and second cycle educational institutions need Guidance and Counselling services. MUC will endeavour to meet some of this need with innovative programmes such as afternoon or evening programmes.

1.3 OBJECTIVES OF THE PROGRAMME

The programme seeks to educate and equip students at both the advanced level (i.e. bachelors) and the intermediate undergraduate level (i.e. diploma) with the knowledge, attitude and skills required for the provision of efficient and effective Guidance and Counselling services to society. The graduate of this programme

will serve in educational institutions, hospitals, prisons, churches and other spheres of life.

1.4.0 Bachelor of Arts (B.A) in Guidance and Counselling is to equip for work in the areas of: School Counselling, Social Work, Corporate Organisational Counselling, Conflict Management, Pastoral Counselling, Correctional Institutional Counselling, Marriage and Family Life Counselling, Behavioural Change Counselling, HIV/AIDS Counselling.

1.4.1 Diploma in Guidance and Counselling, (Dip. G&C) will be awarded to those candidates who are admitted to the two-year programme on completion of a minimum of twenty (24) courses or sixty (68) credits. It is designed to equip Church, Religious and Non Governmental Organisations (NGOs) involved in social work.

2.0 ADMISSION REQUIREMENTS

2.1 MORAL AND ETHICAL REQUIREMENTS

Anyone who is admitted must be prepared to accept to abide by the Christian principles on which *MUC* is established. Further, *MUC* prohibits smoking, drinking of alcoholic beverages, drug abuse, and immoral sexual relations.

BACHELOR OF ARTS (B.A.) IN GUIDANCE AND COUNSELLING

4 years (132 Credits, 46 courses)

2.2 ADMISSION REQUIREMENTS

2.2.1 Maranatha University College offers a standard four-year Bachelor of Arts (B.A.) in Guidance and Counselling programme. However, students may be admitted directly to the Second Year (Level 200) or Third Year (Level 300) depending on the assessment and recognition of their prior learning. This is applicable in the 2006/2007 academic year only to candidates seeking admission to the Maranatha School of Theology & Ministry.

2.2.2 Four-year Programme Applicants must have six (6) SSS passes including Core English Language, Core Mathematics and /Integrated Science and three electives with aggregate 24 or better (i.e. 6-24)

2.2.3 Three-year Programme Applicants must have at least five GCE “O” Level credit (grade 1-6) passes including English Language, Mathematics and at least three (3) Social Science, Arts or Business subjects. Candidates must additionally have three (3) passes at the Advanced Level (Excluding GP) of which two (2) must be grades not lower than ‘D’.

2.2.4 Two-year Post-Diploma Programme Applicants must have obtained at least a second-class lower in the relevant area, such as, Teacher’s Diploma obtained from one of the former Diploma Awarding Institutions, Accredited

Diploma in Theology or Religious Studies, Business Studies, Social Studies or HND.

2.2.4 Special Entry

2.2.4.1 Candidates with un-Accredited Diplomas: Applicants must have a Diploma in Arts, Social Science or Post Secondary Teacher Training College with CGPA of at least 2.5 and pass the **University Access Examinations in General Knowledge and Social Science subject area**, plus one of the following:

- credit passes in English Language and Mathematics at the GCE/WAEC Ordinary Level examination, or
- passes in core English Language and core Mathematics at the SSSC examination, or
- take the University Special Entrance Exam in English Language and Mathematics.

The level of placement of these candidates will **depend on the assessment of their Diploma or Post Secondary Certificate and the University Access Examinations** by the Admissions Committee.

2.2.4.2. Mature Students:

Candidates must be at least 30 years (at the time of entrance examination) with a relevant professional or vocational experience. A photocopy of original birth certificate is required.

Candidates must pass the University Mature Students Entrance Examinations in General Knowledge and Social Science Subject area and must fulfil one of the following requirements:

- have GCE 'O' Level credit or SSCE passes in English Language and core Mathematics, or
- Candidates who do not have the required 'O' Level or SSCE passes in these two subjects will be required to take a Special Entrance Examination in English Language and Mathematics.
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(NB: only limited intake through this status).

DIPLOMA IN GUIDANCE AND COUNSELLING: (Dip. G&C) and CERTIFICATE IN GUIDANCE AND COUNSELLING (Cert. In G &C)

2.2.5.0 **ADMISSION REQUIREMENTS**

2.2.5.1 Two-year Programme Applicants must have six (6) SSS passes including Core English Language, Core Mathematics and /Integrated Science and three in relevant areas; two (2) of which must be of the following subjects: Economics, Geography, Mathematics/Statistics, Business Management, Government/History; with aggregate 24 or better (i.e. 6-24) or

2.2.5.2 Applicants must have at least five GCE “O” Level credit (grade 1-6) passes including English Language, Mathematics and at least three (3) Social Science, Arts or Business subjects.

2.2.5.3 Candidates with un-Accredited Diplomas: Applicants must have a Diploma in Arts, Social Science or Post Secondary Teacher Training College with CGPA of

at least 2.5 and pass the **University Access Examinations in General Knowledge**

and Social Science subject area, plus one of the following:

- credit passes in English Language and Mathematics at the GCE/WAEC Ordinary Level examination, or
- passes in core English Language and core Mathematics at the SSSC examination, or
- pass the University Special Entrance Examinations in English Language and Mathematics.

The level of placement of these candidates will **depend on the assessment of their Diploma or Post Secondary Certificate and the University Access Examinations** by the Admissions Committee.

2.2.5.4 Mature Students: Applicants must be at least 30 years (at the time of entrance examination) with a relevant professional or vocational experience. A photocopy of original birth certificate is required.

Candidates must pass the University Mature Students Entrance Examinations in General Knowledge and Theological Subject area and must fulfil one of following requirements:

- have GCE ‘O’ Level credit or SSCE passes in English Language and core Mathematics, or
- Candidates who do not have the required ‘O’ Level or SSCE passes in these two subjects will be required to take a Special Entrance Examination in English Language and Mathematics.

(NB: only limited intake through this status).

1.0 MARANATHA SCHOOL OF THEOLOGY & MINISTRY

1.1 STATEMENT OF GOALS of the Bachelor of Arts in Theology & Ministry Programmes: BA (Theology) & BA (Ministry)

Maranatha School of Theology & Ministry (Formerly Maranatha Bible College) seeks to accomplish its mission through a holistic preparation for ministry, which

relates to students pursuing excellence in **Ministry skills**, **Bible reflection** and **Christian character** as reflected in 2 Timothy 2:2:

1. Pursuing excellence in **Bible reflection**:
“And things you have heard me say in the presence of many witnesses...”
This is the *academic development goal* of helping students to understand the biblical, theological and historical dimensions of the Christian gospel.
2. Pursuing excellence in **Christian character**:
“entrust to reliable men (and women)...” This is the *spiritual formation goal* of cultivating in students the spiritual maturity and character required for Christian leadership.
3. Pursuing excellence in **Ministry skills**:
“who will also be qualified to teach others.” This is the *ministry competency goal* of equipping students with exegetical and communication skills for the efficient and effective ministry of the Word of God through witnessing, preaching, teaching and other media.

1.3.1 THEOLOGY TRACK PROGRAMMES

The objective of the Theology Track is to educate and train students who have the required academic background for tertiary education and who desire **primarily a solid theoretical foundation in the Scriptures** and secondarily practical training to communicate the Gospel. The Theology track programmes are the Diploma in Theology and Bachelor of Arts (Theology).

1.3.2 MINISTRY TRACK PROGRAMMES

The objective of the Ministry Track is to empower and equip students who have exceptional ministry potential and who desire **primarily a strong practical training to communicate the Gospel** and secondarily theoretical foundation in the Scriptures. The Ministry track programmes are the Diploma in Ministry and Bachelor of Arts (Ministry).

1.4 BACHELOR OF ARTS (THEOLOGY/MINISTRY)

The objective of the Bachelor of Arts (Theology/Ministry) is to provide students with a higher undergraduate level **theological and professional education** in biblical, theological, historical and practical studies, which will enhance their vocation in Church and society and prepare them for graduate level theological or professional education. Emphasis is placed on biblical, theological and practical courses.

1.5 MINISTRY ELECTIVES/MAJORS

These are six areas, in which students can major or specialise:

1.5.1 Missions and Evangelism Elective

The MISSIONS AND EVANGELISM major is designed to provide biblical, theological and cross-cultural training essential for church planting and nurture in unreached areas as well as the knowledge and skills required for evangelistic strategies.

1.5.2 Pastoral Ministry Elective

The PASTORAL MINISTRY major is designed to provide biblical and theological instruction with practical application for church and church-related leadership roles.

1.5.3 Christian Education Elective

The CHRISTIAN EDUCATION major provides practical training in the use of contemporary, biblically-based educational techniques as a primary means of working with people of all age levels. It provides the student with foundational preparation for varied educational ministries, such as directing church education, working with children or youth, and teaching in schools.

1.5.4 Guidance and Counselling Elective

The GUIDANCE AND COUNSELLING major equips with the knowledge, attitude and skills required for the provision of efficient and effective Guidance and Counselling services to society. The graduate of this programme will serve in educational institutions, hospitals, prisons, church as and other spheres of life.

1.5.5 Education Administration Elective

The EDUCATION ADMINISTRATION major provides the knowledge, attitude and skills necessary for developing efficient and effective Education Administrators for society. The graduates of this programme will serve in Early Childhood Development Centres, Primary Schools, Junior Secondary Schools, Senior Secondary Schools and other areas of society.

1.5.6 Institutional Chaplaincy Elective

The INSTITUTIONAL CHAPLAINCY major equips with biblical and theological knowledge in addition to Guidance and Counselling skills necessary for providing teaching, moral leadership and guidance and counselling in educational institutions, hospitals, prisons, churches, para-church as and other spheres of life.

2.0 ADMISSION REQUIREMENTS

2.1 SPIRITUAL REQUIREMENTS

Anyone who is admitted must be prepared to accept to abide by the Christian principles on which *MUC* is established. Further, *MUC* prohibits smoking, drinking of alcoholic beverages, drugs abuse, and immoral sexual relations. An applicant must have no more than one wife. Any candidate who has been divorced will be given individual consideration. When space is limited, preference will be given to those who have already been serving the Lord actively, through evangelization, preaching, leading Bible Studies, etc. All candidates must have high recommendations from their referees.

BACHELOR OF THEOLOGY (BA Th./Min.)

4 years (132 credits, 44 subjects)

2.2 ADMISSION REQUIREMENTS

2.2.1 Four year Programme Applicants must have six SSS passes including Core English Language and Mathematics with aggregate 24 or better (i.e. 6-24).

2.2.2 Three year Programme Applicants must have at least five GCE “O” Level credit(grade 1-6) passes including English Language and Mathematics; plus at least two passes at the GCE A’ Levels (Excluding GP).

2.2.3 Two year Post-Diploma Programme Applicants must have an accredited Diploma in Theology [or Associate of Arts Degree in Theology] with CGPA of at least 2.5 with SSSCE passes or GCE “O” Level credit passes in English Language and Mathematics.

2.2.4 Special Entry

2.2.4.1 Candidates with Non-Tertiary Diploma in Theology/Ministry:

Must have a Diploma in Theology/Ministry with CGPA of at least 2.5 and pass the **College Access Examinations in General Knowledge and Theological subject area**, plus one of the following:

- credit passes in English Language and Mathematics at the GCE/WAEC Ordinary Level examination, or
- passes in core English Language and core Mathematics at the SSSC examination, or
- pass the College Special Entrance Examination in English Language and Mathematics.

The level placement of these candidates will **depend on the assessment of their Diploma in Theology/Ministry and the College Access Examinations** by the Admissions Committee.

2.2.4.2. Mature Students:

Candidates must be at least 30 years (at the time of entrance examination) with a relevant professional or vocational experience. A photocopy of original birth certificate is required.

Candidates must pass the College Mature Students Entrance Examinations in General Knowledge and Theological Subject area and must fulfil one of following requirements:

- have GCE ‘O’ Level credit or SSCE passes in English Language and core Mathematics, or
- Candidates who do not have the required ‘O’ Level or SSCE passes in these two subjects will be required to pass a Special Entrance Examination in English Language and Mathematics.

(NB: only limited intake through this status).

Maranatha University College
Undergraduate Programmes' Web Application Instructions
(2006-2007)

This application packet contains: 1) an Application for Admission; 2) Admission Requirements 3) Sponsorship Form 4) Medical Examiner's Report ; 5) one Pastor's Reference; 6) Two Elders of your Church's Reference forms; 7) A Personal Conversion Experience Testimony form; 8) an Academic Reference form (**Nos. 5-8 are relevant only to applications to the School of Theology & Ministry**)

To be considered for admission, you must complete all relevant forms that pertain to the programme you are seeking admission to and must add a Banker's Draft of ₦300,000 cedis made payable to Maranatha University College to reach MUC before the deadline indicated below. In addition, you must also submit the following items for consideration:

1. Application for Admission

A. Complete and sign the application as an indication of your agreement with the vision, mission and philosophy, rules and regulations of Maranatha University College and your wholehearted willingness to be governed by our social, educational, and devotional standards. These standards are summarized in the current catalogue. Please make sure that you are aware of these before signing the application.

B. Enclose the application fee of ₦300,000. Enclose a Banker's Draft payable to Maranatha University College. Please be sure your name as appears on the application form is indicated on the Banker's Draft. Do not send cash. This fee is not refundable. ***Application Forms without the Banker's Draft will not be processed.***

2. Honour Code for Students

Please read and sign the Honour Code for students. In doing so, you indicate your agreement and support of the code of ethics of Maranatha University college.

3. Autobiographical Sketch (for the School of Theology and Ministry Students only)

It is our aim to get to know you as well as possible through this part of the application process. With this in mind, we hope that you will find an opportunity for further self-expression in responding to the questions candidly. All students at MUC are expected to maintain the highest standards of integrity. Therefore, we require that your autobiographical sketch be your own work. Please sufficiently answer the questions so the Admissions Committee can make a fair evaluation. Essays should be clear, concise, and complete. Please type or write legibly all information.

4. References (for the School of Theology and Ministry Students only)

Complete the top part of each form. Please make sure to write your name on the forms before distributing them. Please be sure to provide an envelope for your referents with your name and address already printed on them. Referents should return their letters to you sealed and signed over the opening of the envelopes you have provided for them. You will then submit the references with your application. Please do not break seals of envelopes. Or attempt to open them.
A. Pastor: If your church is without a pastor, or your pastor is a relative, this form may be given to a former pastor, a minister friend, or a church official. It must be someone who has known you

for at least one year and has had the opportunity to observe your spiritual life. The individual cannot be a relative.

B. Christian friends: These two references should be filled out by mature Christian adults (one male and one female) who have known you **at least one year** and who are not relatives of yours.

5. Academic Reference

Complete the top part of the form and give to your high school/college advisor, principal, headmaster or home school parent. Please be sure to provide an envelope for your referents with your name and address already printed on them. This form should be completed if you are currently in Senior Secondary School or High School. The Reference Form should be returned to you in a sealed envelope.

6. Transcripts

Request official transcripts from **all schools attended** to be sent directly to the Admissions Office MUC. If you prefer to send the transcripts along with all other application materials, please make sure that they are in sealed envelopes. All transcripts are required and must be in the Admissions Office by the application deadline. Transfer candidates must submit both high school or Senior Secondary School and college transcripts if a bachelor's degree has not been obtained. International students must have all documents and records translated into English.

Maranatha University College Calendar of Events / 2006-2007

First Semester

School of Theology & Ministry

- New Students Admission Interviews Mon. 19th – Tues. 20th, & Mon. 26th June
- Access Examination Classes Mon. 24th July – Fri. 18th August
- Faculty/Staff Retreat Mon. 14th August
- Access Examinations Mon. 21st – 22nd August
- Late Admissions Interviews Thurs 17th – Fri. 18th August
- Orientation of New Students Mon. 23rd – Fri. 25th August.
- Registration Week Mon. 21st – Fri. 25th Aug. 9-1pm; 2-4pm
- Resident Students Return Wed. 23rd August
- **2006/2007 First Semester Mon. 28th Aug. – Sat. 16th Dec.**
- Extension Campuses Registration Week 28th.Aug.- 1st.Sept., 5:30-6:30 p.m.
- Lectures Begin at Extension Campuses Mon. 28th August
- Lectures Begins at Sowutuom Campus Mon. 28th August
- Sowutuom Campus Opening Chapel Service Tues. 29th August
- Extension Campuses Staff-Students Forum 28th – Fri. 1st. September.
- Sowutuom Campus Staff – Students Forum Wed. 30th. Aug. – Fri. 1st.Sep.
- Last Day for adding/dropping a course Fri. 1st. September
- M.U.C. students & Staff Work Day Sat. 2nd Sept.
- M.U.C. Week of Prayer & Fasting Mon. 4th – Fri. 8th Sept.
- Finance Committee Meeting Fri. 8th Sept.
- Spiritual Life Conference Mon. 11th. – Fri. 15th Sept.
- Matriculation Service Friday 15th. September

Business School & Dept. of Guidance & Counselling

- Resident Students Report to Campus Thursday 14th September
- Registration & Orientation of New Students Fri – Sat. 15th – 16th Sept.

- Lectures begin for Business School & Dept. of Guidance & Counselling 18th Sept.
- Administrative Board Meeting Fri. 29th Sept.
- Academic Board Meeting Fri. 6th. October
- Maranatha Walk 8a.m. Sat. 7th October
- William Ofori Atta Memorial Lectures Tues. 10th. — Thur. 12th. Oct.
- Faculty Lecture Series Mon. 23rd. – Fri. 27th. October
- Graduation Service for Sch. of Theo. & Min. Saturday 28th. October
- Alumni Homecoming Meeting Saturday 28th. October
- Council Meeting Friday 10th November
- Faculty/Staff & S.R.C. Retreat Mon. 13th November
- Preview Week for Potential Students Mon. 13th. – Fri. 17th November
- Sowutuom Campus Closing Chapel Service Friday 1st Dec.
- End of Semester Exams for Sch. of Theo & Min Mon. Dec 4th. – 15th.
- END OF SEMESTER Saturday 16th. December

Extended First Semester for only Business School & Dept of G & C

- **Reopening for Business School & Dept. of G & C 8th January 2007**
- End of Semester Examination for School of Business & dept of G & C Jan. 15th –26th
- END OF SEMESTER FOR Business School & G & C Saturday 27th. January 2007

Second Semester

- Faculty/Staff Retreat Mon. 29th Jan
- Resident Students Return Wed. 31st Jan
- Registration Week on all campuses Mon. Feb. 5th – 9th
- **Lectures Begin on all campuses Mon. Feb 5th**
- Sowutuom Campus Opening Chapel Service Wed. 7th Feb.
- Extension Campuses Faculty/Staff-Students Forum 12th –16th Feb.
- Sowutuom Campus Faculty/Staff – Students Forum 12th –16th Feb
- Last Day for adding/dropping a course Fri. 16th Feb.
- M.U.C. students & Staff/Faculty Work Day Sat. 3rd March
- M.U.C. Week of Prayer & Fasting Mon. 26th –2nd March
- M.U.C. Ghana's Golden Jubilee Anniversary Tues 6th March
- Finance Committee Meeting Fri. 9th March
- Missions Conference/Outreach Mon.
- Administrative Board Meeting Fri. 6th April
- Academic Board Meeting Fri. 4th May
- Council Meeting Friday 18th May
- Faculty/Staff & S.R.C. Retreat Sat. 5th May
- Preview Week for Potential Students Mon. 7th. – Fri. 11th May
- Sowutuom Campus Closing Chapel Service Friday 11th May
- End of Semester Examinations for all Mon. May 14th – 25^h.
- **END OF SEMESTER Saturday 26th May**

APP. No.....



MARANATHA UNIVERSITY COLLEGE

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Affiliated to the University of Cape Coast (UCC)

PLEASE ATTACH
A PASSPORT SIZE
PHOTOGRAPH
HERE

ADMISSION

[PLEASE PRINT ALL ANSWERS VERY CAREFULLY]

A. APPLICANT

Dr., Rev., Mr., Mrs., Miss: _____

Surname

First Name: _____

Middle Name(s): _____

Former Name (If applicable): _____

Date of Birth: _____ 6. Age: _____ 7. Nationality: _____
day /month/year

8. Place of Birth (Town,): _____ 9. Region, _____ 10. Country _____

11. Religious Denomination (if any) _____

B. APPLICANT'S ADDRESS

1. Mailing Address: _____

2. Tel. No.: _____ E-mail. _____

FOR OFFICIAL USE ONLY

Date:..... Application No.....

Amount: (words) ₵.....

Cash/ Bank draft..... Signature of Bursar:

C. PARTICULARS OF PARENT/ GUARDIAN/ NEXT OF KIN

1. Name: _____
3. Address _____
4. Occupation _____
5. Tel. No.: _____ E-mail _____
6. Relationship to the Applicant: _____

D. WORK EXPERIENCE (If any)

List all employments held and work done. Include working with your own family such as farming and any self- employment such as trading. Please account for all years since you left school.

EMPLOYER	ADDRESS	POSITION HELD	PERIOD OF EMPLOYMENT	
			From	To

E. CHOICE OF PROGRAMME (*Check one*)

Maranatha Business School

4 Year Bachelor of Science in Business Administration; B.Sc. (Admin) with Options in

- Accounting
- Marketing
- General Management
- Banking & Finance
- Human Resource Management

Maranatha Department of Guidance & Counselling

- 4Year Bachelor of Arts in Guidance & Counselling
- 2 Year Diploma in Guidance & Counselling

Maranatha Theology & Ministry School

- 4 Year Bachelor of Arts (Theology) or (Ministry)
- 2 Year Post Diploma Bachelor of Arts (Theology) or (Ministry)
- 3 Year Diploma in Theology

Areas of Specialisation

- | | |
|--------------------------------------|---|
| 1. Pastoral Ministry | 2. Evangelism-Missions |
| 3. Christian Education in the Church | 4. Educational Administration
(Basic & Secondary School) |
| 5. Institutional Chaplaincy and | 6. Guidance and Counselling. |

Unaccredited Programmes

- Three Year Diploma in Ministry
- Two Year General Certificate in Ministry
- One Year Basic Certificate in Ministry

	Kindly indicate here your preference for the TIME of lectures or School (on a scale of 1 to 4; 1 for most preferred and 4 for least preferred). MUC reserves the right to cancel any School if the enrolment is below expectation.		Rank your Preferences in this column
A	Morning School (Lectures)	Monday to Friday: 8:00 a.m. to 2:30 p.m.	
B	Evening School (Lectures)	Monday to Friday: 5:30 p.m. to 8:30 p.m. & Saturday Mornings for Prerequisite Courses	
C	Week End School (Lectures)	Friday: 5:30 p.m. to 8:30 p.m. & Saturday: 8:30 p.m. to 9:30 p.m.	
D	Saturday School (Lectures) & Modular Course (Lectures)	Saturday: 8:00 a.m. to 5:00 p.m. Modular: 15 days in January: 8:00 a.m. to 5:00 pm & 15 days in July: 8:00 am to 5:00 pm	

F. Details of academic background, schools attended and diploma or degree obtained.

SSS GCE –‘O’ LEVELS GCE ‘A’ LEVELS

Particulars	1 st Sitting	2 nd Sitting	-- Sitting
Name of Institution			
Month & Year			
Exam Index No.			

Center of Exam			
Type of Exam/ Board			

Title of subjects

Examination Results (Grade)

Core Subjects	1 st Sitting	2 nd Sitting	-- Sitting
1. English			
2. Mathematics			
3. Integrated Science			
4. Social Studies			
Electives			
1.			
2.			
3.			
4.			

Other Qualification(s) Diploma

Degree(s)

Particulars	1 st Sitting	2 nd Sitting	-- Sitting
Name of Institution			
Month & Year			
Exam Index No.			
Center of Exam			
Type of Exam/ Board			

SUBJECTS	1 st Sitting	2 nd Sitting	-- Sitting
1.			
2.			
3.			
4.			
5.			

G. OTHER REQUIREMENTS

1. Will you require residential accommodation? No
2. Languages spoken. _____
3. Do you use tobacco? _____ Alcoholic drinks? _____ Other drugs? _____
4. If you have ever been refused admittance to any University, Bible School or been dismissed from ANY school, please state when, where and why if necessary on a separate sheet of paper and attach it to this form. _____

5. PLEASE READ THE FOLLOWING CAREFULLY AND SIGN IF YOU AGREE:
 - a. "I have answered everything honestly in this application. If accepted I will abide by all rules and regulations of the College and co-operate in advancing the Christian testimony of MUC.
 - b. I understand all the following conditions:
 - i. I may be disciplined or dismissed whenever the administration decides it would be in my interest and the interest of the school.
 - ii. All letters of reference must remain confidential, and that I will not normally see them.
 - iii. The school is never under any obligation to provide for any of my needs or to Give me employment or to seek employment for me during or after my training.
 - iv. The school assumes no financial or other responsibility for any accident or illness I incur at anytime."

Signature: Name (Capitals)..... Date signed:

Please mail your completed application forms form with the underlisted documents
 Testimony and Ministry account (Theology & Ministry applicant), Notarized Photostat copies of
 result slip(s), certificate(s) Diploma(s) Degree(s) etc., 2 Passport size photographs Statement of
 sponsorship (With proofs like Bank statements) to:

THE DIRECTOR OF ADMISSIONS,
 MARANATHA UNIVERSITY COLLEGE,
 P. O. BOX AN 10320 ACCRA-NORTH, GHANA

DECLARATION BY APPLICANT

I hereby declare that the information provided by me is true and correct, and that I would be denied admission, and /or withdrawn from the University if the information is found to be false.

- 1. Signature of Applicant: Date:
- 2. Name of Corroborator:
- 3. Address of Corroborator:
..... 4. Tel. No.
.....
- 5. Signature of Corroborator: Date:

FOR OFFICE USE ONLY

Date received: _____ File number: _____

Signature of receiving officer: _____

MARANATHA UNIVERSITY COLLEGE
SPONSORSHIP FORM

All applicants seeking admissions to Maranatha University College must complete this form. Students are to certify that they have sufficient funds for their expenses when admitted to Maranatha. In view of this the student must show evidence of funds for the first year fees and continued support for subsequent years. Your application will **NOT** be processed if you fail to produce such evidence.

STUDENT INFORMATION:

1. Student's name: (as on passport or birth certificate or previous certificates)

Surname or last name	First name	Middle name
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2. Mailing Address: _____

3. Nationality: _____; Country of Residence: _____; Date of Birth: _____

4. I am applying as: Resident Student Non-Resident Student

5. Programme you are seeking admission for: _____

6. Year you plan to enrol: August _____

7. UNDERTAKING BY SPONSOR

NAME OF STUDENT: _____

DATE OF BIRTH: _____

PROGRAMME OF CHOICE: _____

SPONSOR ADDRESS : _____

RELATIONSHIP TO STUDENT: _____

We/ I ----- pledge to pay the full fees for the entire duration of the programme and that if we/I should default at any time, the University reserves the right to withdraw the student from the programme.

Name of Sponsor: -----

Signature of Sponsor: ----- Date: -----

Name of Witness: ----- Date:-----

Address of Witness: -----Tel. No.: -----

Signature of Witness: ----- Date: -----

Return this form to: The Director of Admissions
 Maranatha University College
 Post Office Box AN 10320
 Accra-North, Accra. Ghana.
 EMAIL: maranatha@idngh.com PHONE: 02-417581 / 417604

NOTE OF CONCERN: THIS SPONSORSHIP FORM IS NOT VALID WITHOUT THE SIGNATURES AND DOCUMENTATION OF EVIDENCE OF FUNDS FROM YOURSELF (IF SELF-SPONSORSHIP) OR YOUR SPONSORS!

PURSuing EXCELLENCE IN INNOVATIVE TERTIARY EDUCATION WITH A CHRISTIAN WORLDVIEW.

SOURCE OF SUPPORT IN CEDIS FOR NATIONALS (DOLLARS FOR INTERNATIONALS)	FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR
<p>1. PERSONAL and/or FAMILY SUPPORT</p> <p>Name of banks: _____ _____ _____</p> <p><i>Note:</i> You must attach a current bank statement in support of the amount pledged.</p>				
<p>2. PARENTS AND/OR SPONSORS</p> <p>Print name of each person: _____ _____ _____</p> <p><i>Note:</i> Each person/sponsor must sign below and you must attach their current bank statement in support of the amount pledged.</p>				
<p>3. CHURCH and/or CHRISTIAN ORGANIZATION</p> <p>Print the name of institution(s): _____ _____ _____</p> <p><i>Note:</i> Attach an official statement of sponsorship from the institution(s), signed by the Head of Church or Head of Christian Organization. No bank statement is required.</p>				
<p>4. OTHERS</p> <p>Please specify: _____ _____</p> <p>Note: Enclose signed affidavit of support from each person and attach a bank statement where applicable.</p>				
<p>TOTAL (The sum should be sufficient to cover your educational cost for each year).</p>				

IMPORTANT NOTE: All fees (tuition, rent, utilities, etc) are due on the day of registration:

TOTAL COST OF EDUCATION FOR FIRST YEAR:

This is to certify that I have available for the first year of my study in Maranatha University College the amount of

₪_____ Or \$_____ (including funds for all dependants), and for subsequent years the total amount of ₪_____ or \$_____ I certify that the above information is correct.

Student's Signature: _____ Date: _____

MEDICAL EXAMINER'S REPORT

1. FULL NAME		2. DATE OF BIRTH	3. MARRIAGE STATUS ____ Single ____ Married (If married give date)		
4. RESIDENCE		5. OCCUPATION			
6. PAST ILLNESS Have you ever had, or been told you had:		Y/N	7. HEALTH OF YOUR FAMILY		
			IF LIVING		IF DECEASED
a. Fits, nervous breakdown, overwork or any nervous or mental disorder? Anaemia?			Age	Health	Age at death
b. Blood-spitting, pleurisy, tuberculosis or any lung disorders?			Father		
c. Ulcer, intestinal or biliary or any other abdominal disorder?			Mother		
d. Kidney stone, colic, bladder trouble, or any other genito-urinary disorder?			Brothers		
e. Rheumatism, heart disease, goitre, apoplexy or high blood pressure, sickle cell disease?			Sisters		
f. Albumen, blood, or sugar in the urine?		Has any member of your family had:			Yes / No
g. Varicose veins, hernia, deformity, or any other ailment?		a. Any heart ailment?			
h. Injury in any kind of accident?		b. Nervous or mental disease?			
i. Yaws, leprosy, syphilis, or malaria?		c. Tuberculosis?			
IF YOU ANSWER "YES" TO ANY SECTION OF QUESTION 6, GIVE DETAILS					
Disease or injury	Date	Duration	Results	Doctor or Clinic Name	
9. Have you ever resided in any mining area in West Africa? If so, where and for how long?			10. In the case of a woman: a. How many pregnancies have you had? _____ b. Are you pregnant? __Y __N c. Give years of birth of any children you have had.		
I declare that the foregoing answers are true, and that I have not withheld any information.					
Date.....signature.....witness.....					
* THE MEDICAL EXAMINER SHOULD SEE THE APPLICANT SIGN THIS FORM AND THEN PROCEED WITH HIS EXAMINATION AND MAKE HIS REPORT OVERLEAF.					

THE CODE OF HONOUR

In signing the Code of Honour, I fully recognise that **Maranatha University College** was founded to be and is committed to being a Christian University and that it offers to its students an opportunity a life-style of commitment to Jesus Christ of Nazareth as personal Saviour and Lord – this is as an integral part of its Vision and Mission. It is therefore my personal commitment to be a person of integrity in my attitude and respect for what **Maranatha University College** is in its calling to be a Christian University.

1. I PLEDGE to apply myself wholeheartedly to my intellectual pursuits and to use the full powers of my mind for the glory of God.
2. I PLEDGE to grow in my spirit in developing my own relationship with God.
3. I PLEDGE to develop my body with sound health habits by participating in wholesome physical activities.
4. I PLEDGE to cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie, I will not steal, I will not curse, I will not be a talebearer.
5. I PLEDGE to keep my total being under subjection from all immoral and illegal acts and habits, whether on or off campus. To this end I will not take any illegal drug, I will not commit illicit sexual acts, including homosexual behaviour – I will not drink alcoholic beverages of any kind, I will not use tobacco, I will not engage in other behaviour that is contrary to the rules and regulations listed in the Student Handbook.
6. I PLEDGE to maintain an integrity of “openness” to God’s claims on my life, and to do my utmost to know and follow his will for my life.
7. I PLEDGE to attend class, all required chapel services on campus, and to attend the house of worship of my choice wherever God is honoured and lifted up.
8. I PLEDGE to abide by the rules and regulations which may from time to time be adopted by the University Administration. I understand **Maranatha University College** is a private tertiary institution and I therefore have no vested right in the governing of the college. I accept my attendance at **MUC** as **PRIVILEGE** and **NOT** a right ... and that the University reserves the rights to require the withdrawal of a student any time if in the judgment of the Principal of the University or of the University Discipline Committee such action is deemed necessary to safeguard **MUC**’s ideals of scholarship or the spiritual and moral atmosphere of it as a Christian University. I will keep the **HONOUR CODE** carefully and prayerfully. I understand that my signature below is my acceptance of the entire Code of Honour and completes a contract between me and **Maranatha University College** which is a prerequisite for matriculation and becomes a part of my permanent file.

Signature: _____ Date: _____

Print Full Name: _____